

441—182.7(234) Provider service record requirements.

182.7(1) *Treatment plans.* The provider shall develop a treatment plan for each child receiving services, except as specified below. The treatment plan shall comply with 441—subrules 185.10(4) and 185.10(5). Only one treatment plan is needed for all services the provider is contracted to provide on behalf of the child.

a. Provider treatment plans are not required for:

- (1) Family team meeting facilitation.
- (2) Community resource procurement.

b. Provider treatment plans are not required for supervision if supervision is the only service the provider is delivering to the child or family. A treatment plan is required for supervision services when delivered in combination with other services for which a treatment plan is required.

182.7(2) *Progress reports.* For family-centered supervision and parental counseling and education, providers shall complete progress reports that comply with 441—paragraph 185.10(6) “*f.*” Provider progress reports are not required for family team meeting facilitation or community resource procurement.

182.7(3) *Discharge summary.* For family-centered supervision and parental counseling and education, providers shall prepare a written report for the referral worker in accordance with 441—paragraph 185.10(6) “*e.*” within 30 days of the termination of services. Discharge summaries are not required for family team meeting facilitation or community resource procurement.

182.7(4) *Provider individual client case records.* Providers shall maintain a confidential individual record for each individual or family receiving family-centered services for a period of five years after terminating services to the client. The record shall include the following:

a. The case permanency plan if supplied by the referral worker, or written documentation to the referral worker requesting a copy of the case permanency plan.

b. Form 470-3055, Referral and Authorization for Child Welfare Services, from the referral worker.

c. Any treatment plans, treatment plan reviews, progress reports, additional reports requested by the referral worker, and discharge summaries developed by the provider.

d. For family team meeting facilitation, a copy of Form 470-4126, Family Team Meeting Facilitation Notes, submitted to the department worker.

e. and *f.* Rescinded IAB 6/6/07, effective 10/1/07.

g. For community resource procurement, the documentation described in paragraph 182.6(8) “*b.*”

h. For parental counseling and education and supervision, documentation to substantiate each unit of service billed to the department. This documentation shall include:

- (1) A description of the specific service rendered;
- (2) Clear identification of the person or persons who rendered the service;
- (3) Identification of the person or persons who received the service;
- (4) The dates and amount of time service was rendered; and
- (5) The type of contact (face-to-face or by telephone).

i. Any correspondence with the referral worker regarding changes in services or requests for additional services.